

# CALIFORNIA DEPARTMENT OF TRANSPORTATION

## Duty Statement

<b>Classification Title</b>	<b>District/Division/Office</b>	
Senior Personnel Specialist	<b>DHR/Organizational Management</b>	
<b>Working Title</b>	<b>Position Number</b>	<b>Effective</b>
Position Management Specialist	702-008-1317-XXX	10/4/2011

YOU ARE A VALUED MEMBER OF THE DIVISION OF HUMAN RESOURCES TEAM. YOUR COMMITMENT TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS ENABLES CALTRANS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

Under the general direction of the Staff Services Manager I, the Senior Personnel Specialist performs the most difficult technical position management related activities for all Caltrans employees and positions. The Senior demonstrates a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds our customers' expectations. The Senior provides the highest quality customer service at all times and exceeds customers' needs.

### **DUTIES AND RESPONSIBILITIES:**

- 40% (E) Acts as the position management subject matter expert for the Department. Provides guidance to District/Division Budget Officers/Resource Managers regarding laws and rules governing position management. Reviews all PARFs on a timely basis prior to sending to the Operations analyst to ensure requested position actions adhere to laws and rules and determines impact of requested action on current and proposed positions, if applicable. Maintains the Department's Position Tracking Automated System (PTAS). Updates PTAS to reflect the most recent changes to the position including appointment/separation information, and reclassification or transfer of the position. Upon receipt of the approved PARF from the Operations analyst, reviews document for accuracy and updates PTAS.
- 30%(E) Monitors the authorized position level for each District to ensure compliance with its position allocation as set by HQ Budgets, including the transfer of positions between Districts by Allocation Change Request (ACR). Monitors positions loaned/borrowed between Districts. Works with the Districts/Divisions to resolve position discrepancies on the semi-monthly PTAS reports. Monitors potential Government Code 12349 positions to ensure they are filled timely.
- 20% (E) Reviews and processes the monthly Periodic Position Control Report and View Direct Reports to reconcile positions with the State Controller's Office. Works with the State Controller's Office to reconcile vacant positions in the Section 41 process.
- 5% (E) Provides data and reconciles positions for Budget "drills"; for example, Vacancy drills, Position Reduction drills, etc.
- 5% (M) Reads, implements, maintains, and files all revisions to control agency manuals, memos, pay letters, and procedures.

### **SUPERVISION RECEIVED**

Receives general direction from the SSM I. The incumbent is expected to perform duties independently with a minimum of supervision.

### **SUPERVISION EXERCISED**

None.

### **KNOWLEDGE AND ABILITIES**

The incumbent must be familiar with the Department's mission and goals, possess knowledge of the appointment process and position management process, monitor data, and must be computer literate (preferably with experience in Windows and Microsoft Office Suite, including Excel). The incumbent must be able to reason logically and creatively; present ideas and information orally, in writing, and presentation format; maintain accurate records; learn and apply personal computer and data information systems; and determine priorities. The incumbent must be able to interpret civil laws and rules and various personnel manuals from SCO, PERS, and California Department of Human Resources (CalHR), as well as departmental procedures and bargaining unit MOUs.

### **RESPONSIBILITY FOR DECISIONS/CONSEQUENCE OF ERROR**

The incumbent is responsible for effectively planning, coordinating, and executing position management related activities. Poor judgment in monitoring, evaluating and reporting information could affect the quality of personnel and payroll-related services to internal and external customers and may result in the loss of positions and the requisite funding.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

### **PUBLIC AND INTERNAL CONTACT**

The incumbent will work with all levels of Caltrans staff and management, and representatives of State control agencies.

### **WORK ENVIRONMENT**

Employee will work in a climate-controlled office under artificial lighting.

### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative working relationships with staff as well as other departmental employees, must respond appropriately to difficult situations, must recognize emotionally charged issues or problems, and must facilitate effective solutions.

I have read, understand and can perform the duties listed above. If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
EMPLOYEE DATE

I have discussed and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
SUPERVISOR DATE